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# Board of Trustess Meeting Packet, May 18, 2000

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Framingham State College

Board of Trustees

May 17, 2000

Trustees Present: Lepore, Chair; Horrigan, Vice Chair; Berryann; Foley; Hiatt; Larrabee; Weinroth; and President Heineman.

Trustees Absent: Gadbois; Jacobson; Kane; and Vrabel.

Chairman Lepore called the meeting to order at 7:10 p.m.

**CHAIRMAN'S REPORT:**

Chairman Lepore welcomed Trustees to the final Board meeting for the 1999-2000 academic year.

He stated that the May 17, 2000 meeting of the Board will be the last meeting at which Trustee Cherity Berryann, Class of 2000 will be serving as Student Trustee. In recognition of her outstanding service to the Board this past year, Chairman Lepore presented Trustee Berryann with the following recognition award:

*Certificate of Appreciation  
for  
Outstanding contributions made to Framingham State College  
While serving as a student member of the Board of Trustees  
for the 1999-00 academic year.  
She has served as a dedicated and effective leader  
And a strong and determined advocate for the students of the College.*

Trustee Berryann expressed her appreciation to members of the Board for their support as Student Trustee over the past year.

**APPROVAL OF THE MINUTES:**

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously to approve the March 23, 2000 minutes, as presented.

\* \* \* \* \*

**PRESIDENT'S REPORT:**

President Heineman stated that members of the Framingham State community have been engaged in numerous activities throughout the academic year which have proven to be positive and productive for the College and reported the following:

- The Campaign for Framingham State College task force members met to devise fundraising strategies and to intensify efforts in raising the Campaign's June 30, 2000 goal of \$400,000.

The Campaign's first newsletter, "A Wise Investment in the Future", was published and mailed to members of the Framingham State College community, friends, and prospective donors from off-campus.

Thanks to Director of Annual Giving Joan Kelley, Phon-a-thon activities are underway again. Telephone calls to Alumni and friends began on May 9<sup>th</sup> and will continue through June 12, 2000.

- Improving retention rates has continued to be a priority. Under the direction of Dr. Judy Klaas, Dean of Undergraduate Education and Academic Support Services, the Cluster Program which offers General Education courses and provides students with the opportunity to study and socialize together, has been expanded.
- Collective bargaining negotiations with the MSCA (faculty and librarians) contract remain unsettled. Board of Higher Education Chairman Stephen Tocco sent all State College unit members a memorandum updating them on negotiations. At the request of Chairman Tocco, Trustees have been provided with a copy of the materials this evening.
- The Seventh Annual Retirement and Recognition Ceremony was held on Monday, May 15, 2000. Trustee Foley joined the College President in recognizing 14 retirees: one person celebrating 35-years, eight people celebrating 30-years, two people celebrating 25-years, nine people celebrating 20-years, and twelve people celebrating 15-years of service to the College.
- College staff continue to maintain good relationships with the Board of Higher Education and the Massachusetts State College Building Authority.
- The partnership agreement between the Soldier Systems Center and Framingham State College was finalized on May 4, 2000. The partnership forms a working relationship for exchanges in the areas of Biology, Psychology, Chemistry, Food Technology, Textile Technology, and Business Administration, to enhance faculty and student research. The Soldier Systems Center will provide employment opportunities for our undergraduate students who attain a QPA of 3.5 or higher upon graduation.

A partnership agreement is currently being pursued with the MetroWest Medical Center in Framingham.

Thanks to Trustee Mark Jacobson, a meeting was arranged with Ted English, Chief Executive Officer of TJX Companies. Mr. English visited the Framingham State College campus and expressed keen interest in our Clothing and Textiles Department. Discussions involving a programmatic relationship between the TJX Companies and the College are on-going.

- Commencement is scheduled for this Sunday, May 21, 2000 at 2:00 p.m. This year's keynote speaker is Dr. Paul LeBlanc, President of Marlboro College in Marlboro, Vermont, and graduate of the Class of 1980. Dr. LeBlanc will also be awarded a Doctor of Humane Letters (L.H.D). Also receiving Honorary Degrees will be Mr. Ronald E. Burton, Doctor of Laws (LL.D.); Town Manager George P. King, Jr. for the Town of Framingham (Doctor of Public Administration, P.Ad.D.); and Former Chancellor of Higher Education Stanley Z. Koplik, Doctor of Laws, LL.D. (posthumously and the degree will be accepted by Mrs. Koplik).

At the request of the Board, it was agreed that an update on the progress of the Strategic Plan: Shaping the Future, 1999-2004, will be included as an agenda item at the September 28, 2000 meeting of the Board.

**ACADEMIC AFFAIRS:**

***Informational Technology Initiative:***

- Acting Vice President for Academic Affairs Arthur Doyle stated that at the November 18, 1999 Board meeting, Trustees were updated on the Computer and Information Science/Technology comprehensive report study which involved a lengthy set of recommendations. The visiting committee's report included a recommendation for accreditation of computer science programs by a national accreditation agency. Additionally, the committee's recommendation to the Board of Higher Education states that aside from computer science, there is a need for students in all disciplines to have greater information technology fluency.

In May, 2000, Dean Joseph Goldstein at the College of Engineering at the University of Massachusetts, Amherst, met with Vice President Doyle. Dean Goldstein stated that their University was asked to take the initiative in developing a comprehensive state-wide information technology plan. In undertaking such a plan, he realized the importance of collaborating with both the state and community colleges. Framingham State College is pleased to be joining the University of Massachusetts, Amherst, and Springfield Technical Community College in this endeavor. The initiative will involve sectioning the state into areas, with Framingham State being in the central region, covering the I-495 corridor.

The initiative addresses information technology needs, and will include the development of an information technology curriculum, both as a major but also available as a minor. A set of regional faculty workshops will be developed to coordinate the delivery of the faculty development and curriculum program over the next three years.

Presently, a grant proposal is being prepared requesting funding for the initiative which will be submitted to the Board of Higher Education. If the proposal is approved and funded, the State College System will be represented by the appointment of Dr. Doyle to serve as one of five steering committee members.

- The Offices of Academic Affairs, Administration and Finance, and Computing Services are currently conducting a lap-top feasibility study to examine the costs and challenges associated with requiring lap-top computers across the campus. The College has been in contact with Dell Computer and IBM, who are both very interested in this initiative. Trustees will be kept updated on new developments.
- As a follow-up to the "Technology Blizzard" held on January 12, 2000, a "Spring 2000: "Faculty Technology Showcase" will be held on Wednesday, May 24, 2000. The day's events include faculty demonstrations from the semester-long Online Course Development Programs, Web-assisted courses, online learning, Internet research, CD-ROMs, wireless technology, and more. The day will conclude with a "petting zoo," where participants can handle new equipment including LCD, wireless computer, digital camera and the smart board. Dr. Pat Plummer, Acting Associate Vice President, has been responsible for organizing this event.

***Massachusetts Teacher Test Update:***

- Dr. Doyle stated that the April teacher test results continue to reflect an 83% passing rate for the current cohort of Framingham State College students. Of the seven students within a five point passing grade on the October teacher test who were granted unconditional waivers, four students passed the April test. Two of the seven students who were granted waivers on the conditional basis that they attend a special set of intense workshops during February break, passed the April test. State-wide, the passing rate on the subject matter portion for those retaking the test was 36%.
- Dr. Doyle distributed a recommendation received from the Chair of the Education Department requesting a change in requirement for students admitted to Field Study II courses. He stated that the Joint Commission Report of the Department of Education and Board of Higher Education is still pending; however, the commission will be recommending that the literacy skills component of the test be at the discretion of the individual institution.

Framingham State College strongly recommends that students must pass the literacy skills test before being granted admission to Field Study II courses. Dr. Doyle asked that members of the Board support the change in requirement for students admitted to Field Study II courses. Following discussion,

\* \* \* \* \*

On motion duly made and seconded, it was

[6 in favor; 1 abstention]

VOTED: Unanimously, to approve, effective in Fall 2001, the recommendation of the Education Department Chair and Acting Academic Vice President, to revise page 5, Item #1 of the actions adopted at the January 1999 Board Meeting to read as follows:

Prior to beginning Field Study II courses (Early Childhood, Elementary Teacher, Secondary Teacher), a student must pass the Communication and Literacy Skills (CLST) component of the Massachusetts Educator Certification Test (MECT). This policy to take effect in Fall, 2001.

\* \* \* \* \*

**ENROLLMENT MANAGEMENT:**

Dean of Admissions and Enrollment Services Dr. Philip Dooher reported that in comparison to May of 1999, there has been a 10% increase in applications, a 14.6% increase in freshman deposits, a 27.5% increase in transfer deposits, and a 28.4% in residence hall deposits. Dr. Dooher was pleased to report that the entering class enrollment increase was achieved during a year in which admissions standards were raised, noting that the Board of Higher Education increased the weighted high school grade point average from 2.7 to 2.9.

The Admissions Office hosted an Accepted Students Reception on Saturday, April 8, 2000. The very successful day was well attended by students and their families, with all campus offices and academic departments represented. Dr. Dooher expressed his appreciation to the members of the Framingham State College community for their support and participation in this very special day for prospective students.

### **STUDENT SERVICES REPORT:**

- Dean of Student Services Cynthia Forrest has been working closely with the Massachusetts State College Building Authority to accommodate next year's anticipated increase in residence hall students.
- **Student Elections.** Student Government Association (SGA) elections were held, and Ryan McKeen was re-elected to serve as SGA President for the 2000-01 academic year. Ryan has also been selected as a full-time student intern to work at the John F. Kennedy Library in Boston. Dean Forrest congratulated Bobby Walmsley on his election to serve as the new Student Trustee, replacing Cherity Berryann.
- Dr. Forrest stated that Framingham State College has been selected by the Massachusetts State College Building Authority as a pilot site to study and assess residence hall facilities.
- Dr. Forrest stated that the 13<sup>th</sup> Annual Awards Brunch and Recognition Ceremony held on April 30, 2000 was very well attended. The Ceremony is always a proud day for our student award recipients, their families, and members of the campus community.

### **FINANCIAL AND ADMINISTRATIVE SERVICES:**

- **Athletic Center Construction.** Vice President of Administration and Finance John Horrigan reported that the Athletic Center construction project is on-going. The anticipated completion date remains at October 12, 2000.
- **Ecumenical and Cultural Center Construction.** Vice President Horrigan stated that progress continues to be made on the renovation of the Ecumenical and Cultural Center Construction. The mid-July 2000 completion date reported at the March 23, 2000 has now been changed to mid-August, 2000.
- Vice President Horrigan stated that 2.5 million dollars will be spent for capital adaptation and renewal projects over the summer months. Major projects include the replacement of the windows in the D. Justin McCarthy College Center with energy efficient double paned glass windows; the renovation of the Ram's Den; Dwight and Hemenway Halls will undergo many renovation projects; waterproofing at the Whittemore Library; exterior campus lighting; campus roads will be upgraded; 200-300 computers will be purchased and installed in student laboratories; and the final phase of classroom furniture replacement. In addition, new lighting and a major beautification project are scheduled for the 550 Union Avenue property, pending approval of the Framingham Conservation Commission.
- Vice President Horrigan distributed a memorandum from Acting Chancellor Judith Gill outlining the Fiscal Year 2001 Senate Ways and Means Budget Recommendation (Attachment A). The Senate's budget is positive, reflecting a 5.2% increase over the Board of Higher Education's base budget for the College. Overall, it's a very good budget, with Framingham State receiving the second highest recommended base budget increase of the State Colleges. He noted that the Senate budget also reflects a 66.7% reduction in recommended funding for the Campus Performance Improvement Grants.

- ***Fiscal Year 2001 Trust Fund Budget Requests.*** Vice President Horrigan stated that the Trustees received copies of the Fiscal Year 2001 Trust Fund Budget Requests (Attachment B) for review and approval. He noted that there is no increase in mandated student fees and that overall, tuition and fee costs for the Fiscal Year 2001 have been reduced by 2%. Over the last five years, tuition and fees have been reduced by 13.8%.

Following discussion,

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, to approve the Fiscal Year 2001 Trust Fund Budget Requests as presented in Attachment B.

\* \* \* \* \*

- ***Audit Report on Board of Higher Education Policies and Procedures Pertaining to Trust Funds.*** Vice President Horrigan stated that in correspondence sent to President Heineman by Acting Chancellor Judith Gill, Board of Trustees are reminded of their responsibility to comply with the Board of Higher Education Policies and Procedures Pertaining to Trust Funds as outlined in a State Audit Report. In keeping with these policies and procedures, Acting Chancellor Gill has requested the Board of Trustees to consider a vote which would require the Board to report all violations of these policies and procedures to the Board of Higher Education.

Following discussion,

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, that any violation of College Policies and Procedures for Establishment and Management of Trust Funds is to be reported to the Board of Higher Education in a timely manner. This policy is to be effective May 17, 2000.

\* \* \* \* \*

**PERSONNEL REPORT:**

Chairman Lepore stated that the Trustees had before them the Personnel Actions and Addendum for action.

It was noted that a Computing Services staff resignation was not included on the Personnel Actions and Addendum. It was agreed that Trustees would act on the Personnel Actions and Addendum as presented and that the omitted resignation will be included on the September 28, 2000 Personnel Actions. In September, the Trustees will discuss ways in which Framingham State College can retain the services of Computing personnel.

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, to approve all Personnel Actions: Appointments; Tenure Track Appointments; Full-Time Temporary Appointments; Retirements; Unpaid Leave; and Resignations, as presented in Attachment C and the Addendum.

\* \* \* \* \*

**OTHER BUSINESS:**

***2000 Commencement Speaker and Honorary Degree Recipients:***

Chairman Lepore stated the Trustees had before them the 2000 Commencement Speaker and Honorary Degree Recipients for action (Attachment D).

Following discussion,

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, to approve the 2000 Commencement Speaker and Honorary Degree Recipient Dr. Paul J. LeBlanc, and Honorary Degree for Dr. Stanley Z. Koplik (posthumously), Mr. Ronald E. Burton, and the Town of Framingham, as outlined in Attachment D.

\* \* \* \* \*

***Report of the Board of Trustees Nominating Committee:***

Trustee Larrabee stated that members of the Nominating Committee (Trustees Larrabee, Chair; Foley; and Vrabell) met for the purpose of selecting nominees for Chair and Vice Chair of the Framingham State College Board of Trustees. Trustee Larrabee reported that the Nominating Committee voted to recommend Trustee Ralph Lepore as Chair and Trustee Seth Weinroth as Vice Chair of the Board of Trustees.

Trustee Larrabee stated that to assist in the nomination process, the Nominating Committee discussed the solicitation of letters of intent from Board members willing to serve, and that a position of Clerk be created to serve as an Officer of the Board of Trustees. The Nominating Committee will provide a report and recommendation at the September 28, 2000 meeting of the Board.

There being no further nominations,

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, to elect Trustee Ralph Lepore, Chair and Trustee Seth Weinroth, Vice Chair of the Framingham State College Board of Trustees, for the period July 1, 2000 through June 30, 2001.

\* \* \* \* \*

***Board of Trustees Meeting Dates, 2000-2001:***

Chairman Lepore stated that the Trustees received a list of Board of Trustee meeting dates for the 2000-01 academic year for action (Attachment E).



\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, to approve the following 2000-01 meeting dates for the Framingham State College Board of Trustees (Attachment E).

Thursday, September 28, 2000  
Thursday, November 16, 2000  
Thursday, January 25, 2001  
Thursday, March 15, 2001  
Thursday, May 24, 2001

\* \* \* \* \*

It was requested that consideration be given to scheduling the September 28, 2000 Board meeting at the new Ecumenical and Cultural Center and the November 16, 2000 Board meeting at the new Athletic Center.

***Presidential Authority, Summer Months:***

Chairman Lepore stated that the May 17, 2000 meeting is the last scheduled Board of Trustees meeting for the 1999-00 academic year. He asked that President Heineman be given the authority to act on personnel appointments and other matters during the summer months.

\* \* \* \* \*

On motion duly made and seconded, it was

VOTED: Unanimously, to authorize President Heineman to act on personnel appointments and other matters during the summer months, these to be ratified by the Board at its next regularly scheduled meeting on September 28, 2000.

\* \* \* \* \*

Chairman Lepore requested that the Board of Trustees enter into Executive Session for the purpose of discussing litigation.

\* \* \* \* \*

On motion duly made and seconded, and by a roll call vote with

Trustees: Lepore, Horrigan, Berryann, Foley, Hiatt, Larrabee,  
and Weinroth voting in the affirmative, it was

VOTED: to enter into Executive Session for the purpose of discussing litigation.

\* \* \* \* \*

Chairman Lepore stated that the Open Board Meeting will not reconvene following executive session. There being no further business, Chairman Lepore adjourned the meeting at 8:40 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "RLT III".

Ralph T. Lepore, III, Esquire  
Chairman  
Framingham State College Board of Trustees

A handwritten signature in black ink, appearing to read "Helen L. Heineman".

Helen L. Heineman, President  
Framingham State College  
Executive Secretary, Board of Trustees

FRAMINGHAM STATE COLLEGE

BOARD OF TRUSTEES MEETING  
ATTACHMENT III

May 17, 2000

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**TRUSTEE ACTION ITEM**

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Personnel:

a. Personnel Actions

**PERSONNEL ACTIONS****APPOINTMENT**

Moschella, Deborah	Staff Associate/Manager of User Services Computing Services	Effective: 06/01/2000 Annual Salary Rate: \$45,500.00
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**TENURE TRACK APPOINTMENT**

Cordeiro, Emilce Alejandra	Assistant Professor Modern Languages	Effective: 09/01/2000 Annual Salary Rate: \$35,330.36
Ibramsha, Mohideen	Associate Professor Computer Science	Effective: 09/01/2000 Annual Salary Rate: \$46,005.44

**FULL TIME TEMPORARY**

Abdelgadier, Osama	Assistant Professor Geography	Effective: 09/01/2000-05/31/2001 Annual Salary Rate: \$37,020.36
Blakeslee, Spencer	Assistant Professor Sociology	Effective: 09/01/2000-05/31/2001 Annual Salary Rate: \$41,606.76
Lawless, Lucille	Instructor Sociology	Effective: 09/01/2000-01/20/2001 Annual Salary Rate: \$33,567.56
Maibor, Carolyn R.	Instructor English	Effective: 09/01/2000-01/20/2001 Annual Salary Rate: \$27,055.08
Muskopf, Teresa	Instructor Family & Consumer Science	Effective: 09/01/2000-05/31/2001 Annual Salary Rate: \$28,430.48

**RETIREMENT**

Lewis, John B.	Professor Mathematics	Effective: 04/22/2000
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**UNPAID LEAVE**

Margulies-Ellias, Marie	Director, Counseling Center	Effective: 08/06/2000-08/19/2000
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RESIGNATIONS

Aber, Jason	Staff Assistant/Personal Computer Installation Specialist Computing Services	Effective: 04/08/2000
McGahan, Sarah	Staff Assistant Athletic Dept.	Effective: 04/29/2000
O'Neill, Katherine	Staff Associate Academic Affairs	Effective: 05/27/2000
Saunders, Rebecca Bowman	Acting Director Student Involvement	Effective: 07/15/2000

ADDENDUM  
ATTACHMENT III  
May 17, 2000

***PERSONNEL ACTIONS***

**RESIGNATION**

Ramsdell, Nancy

Staff Associate/  
Manager User Services  
Computing Services

Effective: 04/01/2000